Principal/Counselor

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Principal/Counselor

Registration > Maintenance > Campus Profile > Campus Information Maintenance > Principal/Counselor

This tab allows you to add and update data for principals and counselors who work at the campus.

NOTE: If the **Advisor Number** or **First**, **Middle**, or **Last Name** is changed on this page, any corresponding Discipline records for the same school year and campus will have the **Administered by** or **Reported by ID** or name field (respectively) updated to match, as long as the original advisor number, first name, last name, school year, and campus from the principal/counselor record match existing **Administered by** or **Reported by** information (respectively) in the Discipline record.

Update data:

Field	Description
Campus ID	The campus to which you are logged in is displayed. To view another campus or add a new campus, type the three-digit campus ID and click **Retrieve**.

- Existing principals and counselors for the campus are displayed.
- Click +Add to add a principal/counselor record. The fields below the grid are enabled allowing you to add data.

Advisor Number	Type the employee's three-digit advisor number, which is locally determined and assigned. The ID must be unique within the campus, but the same advisor number can be used across campuses.
Name	Type the employee's first, middle, and last name. Select a generation code if applicable.
Role ID	Select the employee's role at the campus. Select 000 (*Other*) for an employee who is neither a principal nor a counselor, but is being set up as an administrative user of TeacherPortal. If 000 is selected, **Staff ID** is required. If 000 is selected and the employee has been set up as an administrative user with access to either one campus or all campuses, the record cannot be deleted after the information is saved.

From\To Grade Level	Select the employee's role at the campus. Select 000 (*Other*) for an employee who is neither a principal nor a counselor, but is being set up as an administrative user of TeacherPortal. If 000 is selected, **Staff ID** is required. If 000 is selected and the employee has been set up as an administrative user with access to either one campus or all campuses, the record cannot be deleted after the information is saved.

In the From Name Range and To Name Range fields, type the alphabetical codes indicating the range of last names of students assigned to the employee, if applicable (e.g., AA and MC). The fields must be two characters.

In the Staff ID field, do one of the following depending on how the district has established Student Applications Staff ID (this can be viewed in Registration > Maintenance

> District Profile > District Information > District Maintenance > Control Info):

If the Staff ID is still set to SSN, type the principal/counselor's social security number.

If the Staff ID is set to Employee Number, but the employee demographic table does not exist in the Human Resources application, type the principal/counselor's employee number.

If the Staff ID is set to Employee Number, and the employee demographic table contains employee number information, click to select a principal/counselor's employee number.

Notes:

Principal/counselors who are also instructors will only have one staff ID.

If you change a staff ID on this page, the staff ID will be changed across all applications and campuses.

In the Phone fields, type the campus area code and phone number at which the employee can be reached. In the Ext field, type a phone extension if applicable. The extension can be up to four digits.

Select Discipline Approver if the employee is a discipline approver. The field must be selected in order for the employee to be able to view discipline referrals on the Maintenance > Referrals page in Discipline.

Select Receive Discipline Referral E-mail if the discipline approver wants to receive email notification of new pending discipline referrals.

If selected, you must enter the employee's email address in the E-mail Address field.

In the E-mail Address field, type a valid email address for the employee.

Click Save.

To edit a record, click . The data is displayed in the fields below the grid allowing you to make changes.

Update data as needed and click Save. The updated data is displayed in the grid.

To delete a row, click . The row is shaded red to indicate that it will be deleted when the record is saved.

You can select multiple rows to be deleted at the same time.

Click Save. The selected rows are deleted.

Notes:

You can save changes and delete records in the same step (i.e., the changes are all committed when the record is saved). If any changes do not pass validation (i.e., cannot be deleted or have validation errors), none of the changes are saved.

If the principal/counselor record is deleted, the program automatically checks for any txGradebook login records for the principal/counselor based on the staff ID. The appropriate records are inactivated.

If the principal/counselor works only at the campus from which he is being deleted, all txGradebook login records are inactivated.

If the principal/counselor works at more than one campus, only txGradebook login records specific to the campus from which he is being deleted are inactivated.


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